

### Jefferson County Position Description

<b>Name:</b>		<b>Department:</b>	Human Services		
<b>Position Title:</b>	Administrative Services Manager	<b>Pay Grade:</b>	13	<b>FLSA:</b>	Y
<b>Date:</b>	October 2016	<b>Reports To:</b>	Human Services Director		

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#### Purpose of Position

The purpose of this position is to direct, manage, and perform all financial aspects of the Human Services Department, providing leadership in implementing and maintaining best financial, program and personnel practices. .

#### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Manages the accuracy and productivity of day-to-day activities of the fiscal department and staff to assure compliance with State and Federal reporting, including areas of accounts payable, cash disbursements, invoicing/billing, collections, payroll, fund and cost accounting, etc.
- Manages the employee selection process for hire/transfers/promotions, approves staffing levels, participates in employee investigations and recommends discipline and terminations for fiscal and maintenance staff. Coaches and mentors employees for optimal performance and success, completing performance evaluations and setting short and long term goals.
- Consults with Director, Division Managers, Supervisors, staff in fiscal unit, and others as needed on financial and compliance matters.
- Oversees the billing for Medicaid and Medicare Programs, ensuring compliance with State and Federal regulations.
- Completes cost accounting functions for all programs.
- Prepares and monitors a budget exceeding \$18 million for County, State, Federal, and other funding sources.
- Establishes contracts with Provider Agencies and other vendors, including contract preparation, issuance, ensuring compliance with state and internal requirements, and receiving Board approval when necessary.
- Reviews, determines, and approves funding based on financial documents and budget and oversees capital projects.
- Provides financial statements, status reports, and fiscal analysis to the Human Services Director and Human Services Board as required.

- Safeguards assets and assures accurate and timely recording of all transactions by implementing disciplines of internal audits, controls, and checks across all departments.
- Analyzes financials plans for consistency with organizational goals and to evaluate departments' ventures, specials projects, programs, capital expenditures, product costing, and other areas when necessary.
- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.
- Performs other duties as assigned or may develop.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Accounting or related field and licensure as a Certified Public Accountant (CPA) with a minimum of five to seven years of progressively responsible financial accounting experience in government environment, or any combination of education and experience that provides equivalent knowledge, skills, and abilities required.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date